



Office of the Administrative Assistant to the Secretary of the Army

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Records Management and Declassification Agency

AR 25-50, Preparing and Managing Correspondence

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AR 25-50, Preparing and Managing Correspondence

- ❑ Correspondence management is governed by AR 25-50, Preparing and Managing Correspondence.
- ❑ As proponent, RMDA prescribes (on behalf of Secretary of the Army) Department of the Army policies, procedures, and standardized formats for preparing and processing all Army correspondence.
- ❑ Establishes correspondence standards not printing standards.



AR 25-50, Preparing and Managing Correspondence

- AR 25-50 establishes three forms of correspondence authorized for use:
 - a letter, memorandum, and message
- Prescribes Department of the Army (DA) policies, procedures, and standard formats for preparing and processing Army memorandums and letters.
- Provides detailed instructions on forms of address, salutations and complimentary closes when preparing correspondence to the White House, Executive Departments, Congress, United Nations, and other US and Foreign dignitaries as well as the general public.



AR 25-50, Preparing and Managing Correspondence

- Correspondence Management Status
 - Current edition – 3 June 2002
 - Awaiting signature.
 - Projected date for publishing - October 2011



AR 25-50, Preparing and Managing Correspondence

Major Changes

- ❑ Transfers proponency from the DCS, G-1 to the Administrative Assistant to the Secretary of the Army.
- ❑ Eliminates the Informal Memorandum - The memorandum, using computer generated letterhead, will be used in all instances where an informal memorandum was previously used.
- ❑ Prescribes mass mailing policy.
- ❑ Streamlined Chapter 5 - Preparing official mail.
- ❑ Eliminates Appendix B – Style practices – refer to word processing spell check, a standard dictionary and/or the GPO Style Manual as needed.



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Major Changes - continued

- Preferred font change to Arial 12.
- Prescribes DA Form 5, Army Staffing Form.
 - The DA Form 5 has been developed to reduce the number of forms developed by individual Army activities.)
- Appendix E, Preparing Mass Mailings: directs commanders, directors, or agency authorities to:
 - Take responsibility for the unit's mass mailings
 - Develop quality control check-points in the mailing process
 - Ensure perfection
 - Alleviate the risk for embarrassment to the Army



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- This change is designed to alleviate the mistakes which occurred in recent mass mailings. Such as:
 - The 5000 letters addressed "Dear John Doe," sent to every gold star family member.
 - Surveys sent to deceased combat vets asking for their opinions.
 - Congratulatory form letters automatically sent to all newly promoted 1st Lieutenants, even one who was killed before being commissioned.
 - Unauthorized changes to a retiree newsletter after it was approved by the Army Chief of Staff. The change mistakenly moved the Army's Birthday from June to July.



Links:

<https://www.rmda.army.mil/>
<http://www.apd.army.mil/>

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